

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4822; DSN 853-4822
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 06-317T OPENING DATE: 13 SEP 2006 CLOSING DATE: 12 OCT 2006

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

SUPPLY MANAGEMENT SPECIALIST, GS-2003-11, TC701360000, 1LT-MAJ, WO1-CW5

APPOINTMENT FACTORS: OFFICER (X) WARRANT OFFICER (X) ENLISTED ()

SALARY RANGE:

\$51,972 - \$67,567 PA

SUPERVISORY () MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

JOINT FORCE HEADQUARTERS, DCSLOG, PHOENIX, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (ARMY) National Guard and be able to qualify for the following

AFSC/MOS/AOC/BRANCH: OBR: 88,90A, 91,92 WOBR: 92

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current Federally Recognized Commissioned Officers in the grade of 01-04 and Warrant Officers who are members of the Arizona Army National Guard and those eligible for membership.** Individual selected will receive an Indefinite Appointment. If a Permanent technician is selected, they will receive the appropriate temporary action. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Applicant must be qualified within 12 months in the aforementioned Officer Basic Branches.

NOTE: Commissioned Officer must have a Bachelor's Degree.

NOTE: Human Resources Office is the office that will officially approve the selection for a job offer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Skill in oral and written communications.
 2. Knowledge of supply systems operations, capabilities, limitations, and technical characteristics; supply policies and doctrine.
 3. Knowledge of supply management, inventory management, and distribution facilities and storage management.
 4. Knowledge of property accounting, supply policies and procedures, stock and inventory control, and equipment accountability and responsibility.
 5. Knowledge of funds management procedures pertaining to stock fund operations, financial data and trends analyses, operating budget preparation, and funds related liaison requirements.
 6. Knowledge of standards, directives, procedures and requirements which pertain to automated data processing supply transactions, and all related standard Army information management systems.
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SPECIALIZED EXPERIENCE: Must have 36 months experience which reflects an applicant's ability to plan, review, revise, and oversee supply programs; experience which demonstrates the ability to develop, interpret, and advise others on the overall supply function; extensive administrative, regulatory, or other work which enables the conduct and analysis of surveys and studies related to supply work.

BRIEF JOB DESCRIPTION: This position is located in the Plans, Policies and Readiness Branch for the Director of Logistics. The incumbent formulates and implements command supply operating procedures and the policies necessary to support units within the Arizona Army National Guard. Advises the DOL on command supply and services status and recommends support required for current and proposed operations. Develops implements and evaluates the effectiveness of the CSDP program within the MACOM's. Provides guidance on interpretation of directives and assists units' in supply and services matters. Conducts ongoing assessments of all EOH within units of the state and directs equipment redistribution within the command based on EOH policy as developed by the P2R Office of the DOL. Directs actions to improve or correct undesirable supply conditions, practices and policies within the command. Monitors the Property Loss Investigation Registers for each MACOM. In coordination with the USPFO, requests loans of equipment to and from entities outside of the command/state, prepares inter-service support agreements and memorandums of agreement as appropriate. Attends conferences and meetings with National Guard Bureau personnel, other Army agencies, other Federal agencies concerning policy matters and directives. Assists in establishing plans and technical training for units providing installation and field services support. Performs other duties as assigned.

SELECTING SUPERVISOR: LTC LEONARD H. DYER, JR.